

商务英语：怎样准备谈判Negotiation PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/254/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c67_254672.htm 商务谈判是商务公关中非常重要的环节。在准备商务谈判时，首先要确定谈判目标，第二要确定谈判策略，最后要了解谈判对手。我们来看一个具体例子：DialogueA: Lets discuss the delivery date first. You should offer to deliver within six months after the contract signing./我们首先商量一下交货期吧。你们应该在合同签署后6个月内交货。B: Yes./是的。A: The interval is too long. Im afraid. Could you deliver the drillers sooner?/恐怕时间隔太长了。能不能快些交付钻孔机？B: I must say we can do very little in this matter. But wed like to hear more from you on this. Then we shall see what can be done./我必须说我们无能为力。但是我方愿意听取你方在这方面更多的建议，然后看看我们可以做些什么。A: Our idea is that you deliver within three months after the contract signing./我公司建议在合同签署后3个月内交货。B: Impossible! As you know, we make most of the drillers parts, but a few of them come from another American manufacture. We have to order from them first./不可能！你知道，钻孔机的大部分零件都由我们自己制造，但也有一少部分是来自另一个美国制造商。我们必须先从他们那订货。A: I see./我知道。B: To make the parts, they must first get specification and detail from us./为了制造这些零件他们必须先从我公司获取这些零件的细节和规格。A: Right./是的。B: Itll therefore take quite a long time. Ill e-mail your company for the earliest possible delivery date./所以这要花很长时间。我会将尽

可能早的交货日期通过电子邮件告知你们公司的。 A: Please let us know as soon as you hear from your home office?/你从总公司得到消息后立刻告知我们，好吗？ B: Ill certainly do that./当然。

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